FACT SHEET: STAFF TRAINING ASSISTANCE PROGRAM (STAP)

PROGRAM DESCRIPTION
STAP provides reimbursement for tuition, registration fees and required textbooks for any training activity directly related to your job or a career development effort.

WHO IS ELIGIBLE?
Regular or fixed-term employees working 50 percent time or greater, including:

- Non-academic staff
- Academic staff
- Bargaining Unit staff

Faculty, temporary or casual employees and retirees are not eligible for this program.

WHAT IS COVERED?

- Tuition and registration fees
- Required course textbooks, CD’s or tapes
- Stanford Health Improvement Program (HIP)
  Note: Not all HIP courses are STAP approved.
- Stanford Continuing Studies courses
- Stanford Technology Training courses
- Registration fees for seminars, courses, workshops, webinars and professional conferences may also be eligible

BENEFIT AMOUNT

- $ 800 for regular staff
- $ 700 for employees covered by the SEIU Collective Bargaining Agreement

APPLICATION/REIMBURSEMENT PROCESS

- Log into Axess to check your available STAP funds
- Register and pay for the course, seminar or training program
- Complete the STAP request for reimbursement form (form available on STAP website)
- Provide reimbursement form and required back-up documents to your department or finance administrator
- Receive reimbursement payment

STAP Information:
Cardinal at Work Website
cardinalatwork.stanford.edu/stap

Administrative Guide
Chapter 2, Subchapter 2.1, Policy 2.1.12

STAP Assistance:
HELPsu Ticket:
Central Office Issues
STAP (Staff Training Assistance Program)